

March 15, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking office, work bay and parking space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by Real Property Services on or before **4:00 PM, April 4, 2019**.

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)**

OFFICE, WORK BAY SPACE AND PARKING IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Medical University of South Carolina (MUSC)

- Location: Facility should be located within a 3-10-mile radius of the MUSC Campus, 171 Ashley Avenue
- Total space needed is approximately 6,800 rentable square feet +/- depending on circulation and common factor area. Please include both rentable and useable square feet in the proposal and include the common area factor (%).
- Easily accessible to the MUSC Campus and must have various route options
- Expected occupancy date: December 1, 2019
- Term: Provide proposal rate for both 5 and 10-year terms
- Work Bay Requirements:
 - Office area should be connected to bay and storage areas
 - Hours of operations 3:00 am until 9:30 pm
 - Completely fenced area with security lighting
 - Controlled gate entrance
 - Large drive in bays (2 bays) to accommodate 2 buses of approximately 1,560 square feet with overhead water hose for washing, only one water station in bay needed
 - 2 roll-up bay doors with a minimum height of 15 feet each
 - 2 hose bibs on lot
 - Industrial/commercial vacuum with long hose to reach back of bus
 - 2 – 110 Volt Power Supply need for air compressor and pressure washing tools
 - Dumpster area
 - 1 restrooms in bay area
- Office Area:
 - 5 private offices of approximately 120 square feet each
 - 2 workstations of approximately 48 square feet each with ½ walls
 - 6 workstations for call center of approximately 40 square feet each
 - Training/conference room suitable for 18-20 people of approximately 500 square feet



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Large breakroom seating 10-25 people of approximately 450 square feet with 2 refrigerators, large ice machine, 6 linear feet of cabinet with sink and microwave
 - 2 small work stations in breakroom of approximately 15 square feet each
 - 1 print alcove with approximately 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet
 - Small suite reception lobby seating for 2 people of approximately 50 square feet
 - 2 restrooms in office area
- Storage Rooms:
 - 1 small parts storage room of approximately 500 square feet – HVAC required with ability to lock/secure
 - 1 large parts storage room and bus driver locker area of approximately 700 square feet/AC not required
 - 1 LAN Room for floor mounted racks of approximately 100 square feet
 - 1 storage closet of approximately 50 square feet each – HVAC required with ability to lock/secure
 - 1 storage room of approximately 120 square feet with HVAC
- Parking:
 - Total parking spaces needed are approximately 100 parking spaces; 35 employee spaces, 8 guest spaces, twenty-three 35' buses, 9 courier vans/mini vans, 11 rental cars, 6 transition vehicles and 7 meducare, occupational safety and physical plant trucks
 - Curb stops for all parking spaces
 - Parking lot may be paved or gravel with spaces clearly marked/identified
 - Dumpster areas
 - Must be ADA compliant
 - Landlord is responsible for all costs associated with ADA compliance
 - Parking facility must include lighting for safe passage
 - Parking facility must have proper drainage

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must specify the following:
 - Facility is new or existing
 - Describe the surface as well as any systems in place including lighting and access/revenue control system (manufacturer and software.)
 - Indicate if Agency will not have exclusive use of facility.
 - Indicate if the proposal is for a FULL SERVICE, GROSS or TRIPLE NET lease.
 - If GROSS lease indicate what services are included.
 - If TRIPLE NET lease submitted an estimate of operating expenses.
- Proposals must be received by Real Property Services by **4:00 PM on April 4, 2019.**
- Include a site plan.
- All proposals must be in writing and be submitted by mail or email. (It is agent's responsibility to ensure receipt.)



MINIMUM STATE REQUIREMENTS

- Standard State lease must be used – a copy is available on our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or
can be provided upon request.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Medical University of South Carolina (MUSC). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-7178
EMAIL: gary.anderson@admin.sc.gov

